



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## RETIREMENT SYSTEM COUNSELOR I

Job Number: 21001305

Job Code: 37740V160901

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 09/01/2016

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level administrative duties in providing consultative services to active and retired members of a retirement system for state and local government employees and the agencies participating in the retirement system. Insures compliance with retirement laws and regulations. Provides retirement systems information to employees and agencies; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in public or business administration, wage and/or claims reporting, investigations or auditing will substitute for the education on a year-for-year basis. Administrative and/or clerical experience within a retirement system will substitute for the bachelor's degree on the basis of one year of experience for two years of college.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs beginning level duties in the interpretation and application of the laws and regulations of a state-administered retirement systems for state and local government employees to participating agencies and members. Learns to instruct participating agencies in the proper procedures to inform employees of retirement systems information, to maintain correct records, files and reporting procedures. Assists in explanation of retirement benefits and programs to participating and non-participating agencies. Assists in explanation of means by which non-participating agencies may join the retirement systems. Delivers retirement information materials and forms. Provides counseling services, both in the central office and at designated sites, to members and beneficiaries concerning service retirement, disability retirement, medical insurance coverage, survivor benefits, and account management. Confers and corresponds with public officials, employers and employees to assist in resolution of problems between retirement systems, participating agencies and employees. Learns to audit agency and member records and insure compliance with laws governing retirement coverage, wage and service reporting. Assists in collection of delinquent contributions from agencies and members. Learns to verify employment and earnings records. Receives, reviews and processes applications for service requirement, disability retirement, survivor benefits, death benefits, and health insurance. Processes direct deposit and tax withholding forms, as well as address changes. Calculates and processes adjustments to retirement accounts. Prepares statistical and narrative reports and answers questionnaires from public and private agencies.

**UNIQUE PHYSICAL REQUIREMENTS:**

NONE

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*